

Office Memorandum

UNITED STATES GOVERNMENT

TO: ~~Mr. Tolson~~

FROM: ~~Mr. [Name]~~ *ME*

SUBJECT: ~~Memorandum regarding [Topic]~~

*3,000*

The attached memorandum outlines briefly a project which I have discussed with you. The outline is purely preliminary in character and is intended to serve as a basis for discussion and consideration of this topic.

Your suggestions and comments are invited. The subject will be discussed at a meeting in Mr. [Name]'s office (Room 3142) at 11:30 A.M. on September 20.

Attachments: as stated

*[Signature]*

